



**Mailing Address:**  
City of Sunnyvale  
Recycling Program  
P.O. Box 3707  
Sunnyvale, CA 94088  
Attn: Quarterly Bag Report

**Go Online to  
Complete and Submit:**  
<http://is.gd/QBRform>



**Hand Delivery Address:**  
Sunnyvale City Hall  
456 W. Olive Avenue  
Sunnyvale, CA 94086  
Attn: Quarterly Bag Report  
(Recycling Program)

**Note:** If you are submitting this paper form, please complete all fields listed below in order for the form to be valid.

### City of Sunnyvale Quarterly Bag Reporting Form

<b>Store Name:</b>	<b>Date:</b>
<b>Report for:</b> Quarter 1 <input type="checkbox"/> Quarter 2 <input type="checkbox"/> Quarter 3 <input type="checkbox"/> Quarter 4 <input type="checkbox"/> (Jan 1 – Mar 31)    (Apr 1 – June 30)    (July 1 – Sept 30)    (Oct 1 – Dec 31)	
<b>Name of Store/Owner Manager:</b>	<b>Store Address:</b>
<b>Phone Number:</b>	<b>Email Address:</b>
<b>Sunnyvale Business License #:</b>	<b>Store Type (Ex: Grocery, Liquor, etc.):</b>
<b>Total monies collected for paper bags:</b> \$	<b>Total # of paper bags distributed:</b>
<b>Summary of any efforts by your store to promote reusable bags during this reporting period:</b>	
<b>Exemptions from reporting:</b> Your store may be exempt from quarterly reporting if you do not provide any recyclable paper carryout bags at checkout. If you select this exemption, please be aware that City of Sunnyvale staff may verify by visiting in person. Failure to comply with the Ordinance could result in penalties of up to \$500 per day. If you begin or resume providing recyclable paper carryout bags, you will need to resume submitting quarterly reports.	
<b>Does your store provide recyclable paper carryout bags at checkout?</b>	
<input type="checkbox"/> <b>No. This store is exempt from the reporting requirement and will not submit any further quarterly reports unless it begins or resumes providing recyclable paper carryout bags.</b>	
<input type="checkbox"/> <b>Yes. This store will continue to submit quarterly reports.</b>	

**Need assistance?** Call the Recycling Program at (408) 730-7262 or email [Bringyourbags@ci.sunnyvale.ca.us](mailto:Bringyourbags@ci.sunnyvale.ca.us)